



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

December 20, 2016

MEMBERS PRESENT

David J. Roberts, Chairman
Alan Robinson, Jr., Vice Chairman
Tom DiCristofaro
Ron Marvel
Lynn Truitt - Absent
Marvin C. Sharp - Absent
Joseph M. Zeroles

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director - Absent
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Anthony Spiezio, DTI
W. Mike McMichael, DSEMSA
Lou Amabili, Hockessin Fire Co.
Anthony R. Guzzo, Hockessin Fire Co.
Charles Frampton, Brandywine Hundred Fire Co.
Ted Walius, DVFA
Richard Perillo, Brandywine Hundred Fire Co.
Richard Toulson, Seaford Fire Co.
Warren Jones, DVFA

CALL TO ORDER

Chairman Roberts called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Roberts suggested a moment of silence for the fallen Wilmington firefighter Artie Hope. He requested prayers for the family members, Fire Company and for the injured firefighters that remain in the hospital at this time.

APPROVAL OF NOVEMBER 15, 2016 COMMISSION MEETING MINUTES

It was moved by Commissioner Zeroles, and seconded by Commissioner Dicristofaro that the minutes of the November 15, 2016 Commission meeting be approved. Motion carried by unanimous vote.

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle updated commissioners on the three vacant Deputy Fire Marshal positions. Two vacancies are in New Castle and one in Kent County. The background phase has been completed. A conditional offer has been made to a candidate who is currently in the testing process. Another conditional offer will be made either this week or by January 1st. The third person being considered withdrew their name from the candidacy, so the agency is going back through the list again. Fire Marshal Ingle intends to have all three hires on board in January.

The Fire Inspector (Day Care) position has been accepted by Tom Kappa. He will begin work on January 9, 2017. He is retiring from a long and successful career with Wilmington Fire Department. He has worked as a casual/seasonal inspector for the agency in past years. He is familiar with the operation and will be an asset to the agency.

Personnel Items cont.

The vacant Administrative Specialist I vacancy has been filled in Kent County by Renee Walls. She will begin the position on January 23, 2017.

Bill Anderson submitted a retirement letter to Fire Marshal Ingle. He will be missed as an asset to the agency.

Fire Fatalities

Fire Marshal Ingle reported on December 1, 2016, Lieutenant Artie Hope passed away from her injuries sustained in the Wilmington fire in Canby Park. That is nine fire fatalities in 2016. Four of the fatalities had working smoke alarms and five did not.

DTI Update

Fire Marshal Ingle reported that they are moving ahead with the rewrite of agency programs. One meeting has taken place to discuss the creation of these programs. They are expected to be up and running by June, 2017.

Tidewater Utilities

The agreement between Tidewater Utilities, the Commission and Office of the State Fire Marshal, signed in June 2007, regarding properties identified without proper fire protection and the timelines to bring those properties into compliance has been completed. The last project to be completed was the Whispering Pines Mobile Home Park in Sussex County. Tidewater completed this project on time. Fire Marshal Ingle congratulates Tidewater for staying on top of the project until its completion.

2017 Goals/Projects

Fire Marshal Ingle reviewed some of the items discussed at his managers meeting with regard to goals and projects for 2017. Some of these include DTI program and equipment updates as well as replace some desktop computers. Fire Marshal Ingle also entered into contract with Lexipol to assist in updating and writing policies in the law enforcement side of the agency. These are defendable policies will reduce the liability exposure of the Office of the State Fire Marshal having as they have stood up well in various courts.

Comments

Chairman Roberts thanked Fire Marshal Ingle and his staff for the ongoing investigation in Wilmington.

DFIRS Incidents Received

| TOTAL STATE PARTICIPATION IN COMPLIANCE |
|--|
| 80 % |

DELINQUENT DEPARTMENTS

| New Castle County | |
|--------------------------|---------------------|
| Cranston Heights | September & October |
| Holloway Terrace | July – October |
| Wilmington Manor | October |
| Kent County | |
| Cheswold | October |
| Robbins Hose | October |
| Felton | September – October |
| Hartly | October |
| Little Creek | May – October |
| Magnolia | July - October |
| Sussex County | |
| Ellendale | September – October |
| Frankford | October |
| Greenwood | October |

OVERDUE REPORTS BY DAYS

| 30 Days | 60 Days | 90 Days | 90+ Days |
|----------------|----------------|----------------|-----------------|
| 6 | 3 | 0 | 3 |

Source: DFIRS Incidents received as of 12/05/16.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- AFG grant has been submitted for a total of \$478,150.00 in equipment. The majority of the equipment is Hazardous Material related.
 - Forcible Entry Trailer – (110,000.00)
 - Hazardous Materials Truck Props
 - DOT 406 (non-pressure) Cargo Tank Model (\$28050)
 - DOT 407 (low pressure) Cargo Tank Crash Box (\$22770)
 - DOT 412 (corrosive) Cargo Tank Model (\$23825)
 - MC 331 (propane/anhydrous ammonia) Cargo Tank Model (\$26290)
 - IMO 101/102 (Intermodal) Crash Box (\$28215)
 - Haz. Mat Training Transport Trailer (7,000.00)
 - Railcar Tanker Training Trailer – DOT 111, 112, 117 (122,000.00)
 - Ambulance Simulator Trailer – (110,000.00)
- SCBA update – ***Scott Quote and Financing proposal is attached for discussion under action items.*** Director Newnam is requesting permission to sign the proposal as presented.
 - Financing is in line with amount in DSFS General Budget.
- Senior Instructor Dempsey had a vehicle accident on November 18, 2016. The state vehicle was totaled. There were no injuries and a new Equinox has been ordered to replace the totaled vehicle.
- Director Newnam has ordered two new staff vehicles. He ordered Chevy Equinox, all-wheel drive, tow package, to replace S3833 and S3836
- Profiles set-up on the Delaware Learning Center – DSFS's LMS platform
- Officer's Seminar is scheduled for January 28th. Past Chief Brian McQueen will be the speaker and discuss the subject of Firefighters and Cancer.
- Added Apparatus Operator to the DSFS Recognition Program. The following requirements are listed below:
 - Del F.F. 1 or Intro to Emergency Services, DSFS Driver Operator Course, EVO and EVO Competency Course
- Instructor PPE cleaning – in the process – scheduled by Baker
- One-Year plan was presented to the commissioners for review.
- Year End report for 2016 was presented to the commissioners for review.

Staff Activities

- AFG – Peer Reviewer – Baltimore – January – Senior Instructor's Brennan and Lowe
- DEMA Deputy Director Retirement Luncheon – Training Educator O'Malley
- Fire Company Visits in 2017 by assigned staff
- NFPA 610 – Emergency & Safety Operations Motorsports Venues – Senior Instructor Wilson
- Funeral and Memorial Service – Senior Instructor's Ingram and Lowe
- Staff Injury – non-work related – Senior Instructor Dempsey

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Certification Testing 9 FF I & II and 5 for FF II
 - Vehicle Rescue – 23 students
 - NFA Incident Safety Officer – 10 students
 - Incident Command System – 300 – 5 students

EMS

- Current Month
 - CEU programs – 6 programs scheduled (7)
 - EMT practical's scheduled for this month
 - EMT classes for January – students - 25 NCD, 14 KCD, 11 SCD
 - EMT 2017 Protocols – 2 full classes scheduled
 - EMT 2017 Protocols – on line program – Registered 1060 total completed 705
- Protocol Class scheduled – Dover – January 3 and 4 – 1900-2200

Public Education and Injury Prevention - Activity Report

- Current Month
 - Fire Safety Programs – 3 programs scheduled

Maintenance – Building and Grounds

- Garage Sussex Division – scheduled to begin middle of January – Sussex Co. permit received
- Door replacements completed rooms 8 and 10
- Drill ground winterizing started

Maintenance – Building and Grounds cont.

- Hallway display case for the Sussex Division approved – DSFS and SCFA to split cost
- Facilities advise that drinking water meets standards – no additional action required
- Pad replacement – New Castle Division – scheduled for July 2017
- Bulk Head/Drafting Pad Dover Center – engineer study – 5 plus years for replacement.

Financial

- Past Due Billings
 - 30 days – 18,245.00
 - 60 days – 20,411.00
 - 90 days – 595.00
- 20678 Tuition Fund – 791,703.00
- Accounts receivable – 130,057.00
- Revenue Comparison
 - Tuition – 2016 – 21,835.00, 2015 – 65,547.25
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – No report for July is provided to the State.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

Scheduled Activities

Director Newnam will be on scheduled annual leave December 21st – 30th.

Action Items

- Approval to proceed with loan Community First National Bank for Scott SCBA purchase – amount \$486,334.80, down payment \$48,633.00 – loan 437,701.00 – yearly payment 80,020.44 at 2.99%. It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to accept the Directors report/request on the SCBA Purchase contract. Motion carried by a unanimous vote.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to enter into Executive Session at 9:32 a.m. for the purpose of discussing pending litigation. Motion carried by a unanimous vote.

EXECUTIVE SESSION

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to exit executive session at 9:41 a.m. Motion carried by a unanimous vote.

REGULAR SESSION

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

22 Annual Ambulance Unit Inspections
0 New Unit Inspections
9 Complaints Received
7 Arrest Notifications were received.
0 Self Report

There are 9 open cases for 2016.

66 Students have gone through a Radio Class conducted by Bill Carrow of the Division of Communications and Dave Truax. These classes have been extremely successful. The Commission is grateful that Bill Carrow has set these classes up conducted the instruction.

Mr. Truax requested to close Case #1611 due to findings of BLS Medical Director and Investigator. It was moved by Commissioner Marvel, seconded by Commissioner Zeroles to take Mr. Truax advice and close case #1611. Motion carried by a unanimous vote.

REGULAR BUSINESS

Action Items

Determine Annual Scratch Rate for 2017

It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to leave the scratch rate at 9% for 2017. Motion carried by a unanimous vote.

Alderman Court – Activity Report

DVFA Executive Director requested Alderman Court information from the commission with regard monies collected in reference to HB315. Ms. Lambertson provided the following information for his use.

Delaware Alderman Courts

Bethany Beach Alderman Court #31

- No payments

Dewey Beach Alderman Court #36

- Have received 5 payments total.

Laurel Alderman Court #35

- Receive regular payments.

Newark Alderman Court #40

- No payments

Newport Alderman Court #42

- No payments

Rehoboth Beach Alderman Court #37

- Received one payment in July, 2015.

Laurel Fire Department Audit Extension Request

It was moved by Commissioner Marvel, seconded by Commissioner Dicristofaro to grant the requested 60 day audit submission extension. Motion carried by a unanimous vote.

Execute Opinion and Order – Travis Vanscoy

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to accept the Opinion and Order for Travis Vanscoy. Motion carried by a unanimous vote.

2017 Meeting Dates – Approval

It was moved by Vice Chairman Robinson, seconded by Commissioner Dicristofaro to adopt the meeting dates for 2017 as presented by Ms. Lambertson. Motion carried by a unanimous vote.

Consent Agreement – Case No. 1603

It was moved by Commissioner Zeroles, seconded by Commissioner Marvel to accept the Consent Agreement for Case No. 1603. Motion carried by a unanimous vote.

Delaware State Fire School – Recommendation for SCBA Purchase

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to accept the Directors report on the SCBA purchase and contract. Motion carried by a unanimous vote.

NEW BUSINESS

VFD Financial Management Procedures Task Force

Commissioner Marvel gave an update from the Task Force meetings that he and Chairman Roberts have attended. He reported that all but 6 fire companies completed the survey for the Financial Management Procedures Task Force. The next step of the process will be better practice suggestions coming from the State Auditor's Office who is working with two CPAs assigned to the Task Force.

Ballistic Vest

Chairman Roberts reported that the Commission will put together a survey questionnaire with regard to ballistic vest needs. He will continue to keep the Commission apprised.

GENERAL INFORMATION

Delaware State Fire School Reclassifications

Commissioner Dicristofaro requested an update from Director Newnam regarding two employee reclassifications submitted by the Fire School. Director Newnam reported that they applied for the upgrades in May, 2016 and they are in the approval process, but have not received approval at this time. Director Newnam requested assistance in the process.

Chairman Roberts requested an organizational chart of Fire School employees including their titles and paygrades.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman David J. Roberts

Chairman Roberts reported that he attended the Monthly Fire Prevention Commission Meeting.

Vice Chairman Alan Robinson

Vice Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Citizens Hose Company Meeting and Citizens Hose Fire Company Board of Directors' Meeting.

Commissioner Joseph M. Zeroles

Commissioner Zeroles reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Volunteer Firefighters Association Meeting, New Castle County Volunteer Firefighters Association Meeting and the DVFA Executive Meeting.

Commissioner Ron Marvel

Commissioner Marvel reported that he attended a Harrington Funeral, Commission Budget Hearing, Sussex Firefighters Association Meeting, State Chief's Meeting, CFIS in Washington, Wilmington Firefighter's Funerals, DVFA Executive Meeting, Financial Task Force Meeting and Sussex County Chief's Meeting.

DATE OF NEXT MEETING

January 17, 2017 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Robinson that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 10:37 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

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